



Mason Neck State Park

7301 High Point Road
Lorton, Virginia 22079
(703) 550-0362
(703) 550-0654 Fax

Date:

Dear Educator:

This is a letter to confirm your field trip to Mason Neck State Park on _____
from _____ am/pm to _____ am/pm.

Your group has requested the following:

- ☐ Use of the Park's field equipment only
- ☐ Rental of the Hartwell Environmental Education Center & field equipment
- ☐ Set up microscopes wet lab
- Video Choice: ☐ Eagles
- ☐ Bio Diversity
- ☐ Other: _____

Your group will have exclusive use of the education center during your scheduled visit, if you have chosen to rent the center. Chaperones must remain in the center at all times, and must be in full control of their group at all times, to prevent damage of equipment, displays, and wildlife tanks. No food or beverages are allowed in the center.

If your group is borrowing the park's field equipment, please remember to rinse off the equipment before returning the items to the center or environmental education box. Please store all equipment as you found it. A water spigot is located behind the center, for your convenience.

Restrooms are located by the picnic area.

Remember, your group will be on it's own, during your visit. If you have any questions on how to conduct an activity or adapt an activity to fit your class or students, please call, and we will be happy to assist you. If you haven't already, make sure you participate in a teacher/educator workshop at the park before your group visits. Call for more information on our E.A.G.L.E. Program.

Thank you for your interest in Virginia State Parks, and it's our mission at Mason Neck State Park. If you have any questions, please feel free to call at (703) 550-0362 or 550-0960.

Please send this information back to Mason Neck State Park

Date received back at M.N.S. P. _____ Staff initials: _____

Payment Information:

Hartwell Environmental Education Center: Wet lab and Equipment
of half day rental _____ x \$ 40.00 = _____
of full day rental _____ x \$ 60.00 = _____
Use of wet lab? _____
Use of Equipment? _____

Environmental Education Equipment only: Excludes use of Center and Wet Lab
(OUTDOOR ACTIVITY ONLY) \$40.00 = _____

Parking:
of buses _____ x \$10.00/day = _____
of cars or vans _____ x \$ 1.00/day = _____
\$ 2.00/day = _____

Please make checks payable to “Treasurer of Virginia”

RENTAL AGREEMENT:

I have participated in Mason Neck State Park’s E.A.G.L.E. teacher/educator workshop, or Virginia State Park’s “Your Backyard Classroom”. I agree that if any equipment is lost or damaged by a member of my group, I will replace the damaged item within thirty (30) days of our scheduled field trip date.

Signature: _____

Date: _____

Group Leader/Contact Person: _____

School/Organization: _____

Address: _____

City/State/Zip: _____

Trip Date: _____